Approved For Release 2002/05/02: CIA-RDP84-00933R000400040034-9

STATINTL

ODP-1358-77 1 1 JUL 1977

MEMORANDUM FOR:

Career Management Officer/DDA

FROM

: Clifford D. May, Jr.

Director of Data Processing

SUBJECT

: ODP Quarterly Status Report - SEMP

for October 1976 - 30 June 1977

The following summarizes our plans and accomplishments with respect to SEMP to date. The number of participants in the program has been reduced in accordance with the revised emphasis on the program in the 24 April meeting.

PARTICIPANTS

TITLE : Director of Data Processing

GRADE : GS-16

COURSE: Levinson, Seminar on Leadership

DATE : 24-29 April 1977

TITLE : Chief, Management Staff

GRADE : GS-16

COURSE : OTR-Senior Seminar

DATE: 18 September-18 November 1977

TITLE : Deputy Director for Processing

GRADE : GS-16

COURSE: CSC-Executive Leadership and Management Program

DATE : 9-27 January 1978

TITLE : Chief, Special Projects Staff

GRADE : GS-16

COURSE: Department of Agriculture-Anticipating the Future

DATE : 8-12 November 1977

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STATINTL Deputy Director for Applications TITLE GS-15 GRADE OTR-Senior Seminar COURSE : 28 March-27 May 1977 STATINTL DATE Deputy Chief, Applications TITLE GS-15 GRADE IBM, "Managing Data Processing" COURSE : Fall 1977 DATE DDA Alternate for Brookings COURSE : "Business in Contemporary Society" 13-18 November 1977 DATE STATINTL Deputy Chief, Processing TITLE GS-15 GRADE CSC-Seminar for Advancing Managers COURSE : 25 September-7 October 1977 DATE STATINTL STATINTL Deputy Chief, Special Projects Staff TITLE GRADE GS-15 DIA-Operation Dialogue COURSE : 5 April 1977 DATE DISTRIBUTION: Orig & 1 - Addressee 2 - O/D/ODPSTATINTL 1 - ODP Admin 1 - ODP Registry ja1/8July1977 ODP ADMIN/

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ODP #482

3 March 1977

MEMORANDUM FOR:

Director of Communications

Director of Data Processing Director of Finance

Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

Assistant to the Deputy Director for Administration for Information

FROM

career management Officer/DDA

SUBJECT

Senior Executive Management Proficiency

(SEMP)

REFERENCE

Memo dtd 8 Oct 76, frm ADD/A to Office

Directors, same subj

- 1. In the referent memorandum the ADD/A asked that each Office Director prepare an annual report on the administration of the SEMP Program.
- It is hereby requested that reports be submitted quarterly instead of annually. The first report will cover the period October 1976 through 31 March 1977; future reports will be due five working days after the end of each calendar quarter and will cover activity of the preceding 90 days. The report should include:
 - Name of Senior Executive
 - b. Course enrolled or attended
 - Dates of course
 - Cost of course

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in my office by COB	8 April 1977. Program or the	first six months should be If there are any questions e quarterly reporting period, sion 4142.	
Att: Ref memo			

Shorley

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DD/A 76-4968

8 OCT 1976

MEMORANDUM FOR:

Director of Communications Director of Data Processing

Director of Finance

Director of Logistics Director of Medical Services

Director of Personnel Director of Security Director of Training

Assistant to the Deputy Director for Administration for Information

FROM

Michael J. Malanick

Acting Deputy Director for Administration

SUBJECT

Senior Executive Management Proficiency

- This memorandum establishes the Senior Executive Management Proficiency (SEMP) program in the Directorate of Administration effective with fiscal year 1977.
- This program recognizes the desirability of maintenance of proficiency by our senior executives, the group that is the key to success in management of the Directorate's business. The Senior Executives in DDA to whom the program applies are the line officials -- the Directors and Deputy Directors of Offices and the Chiefs and Deputy Chiefs of Divisions (or equivalents). Participation in SEMP is ex officio--by virtue of position occupied. Staff officers are not included in the program.
- SEMP encourages the senior executives to join with their peers in attendance at external programs sponsored by universities, associations, or other such organizations or in participation in appropriate Office of Training courses. Attached for distribution to each participant in SEMP is a booklet listing criteria and standards that are recognized for the program. Also attached for information and use by the participants is a copy of Professional Societies in the Social Sciences prepared by the Office of Training's Center for the Study of Intelligence (May 1976).

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- I plan to keep administration of SEMP as simple as possible by use of current procedures (e.g. application forms, approval channels, funding sources) and facilities. I ask that each Office Director be responsible for assuring that such action is taken as is required to give each senior executive the opportunity to meet the requirements of the program. I also ask that each Office Director forward a report at the close of each fiscal year on the administration of the SEMP program in his office. In those cases where the standards are not met, a simple explanation should be included.
- 5. I have tasked the Directorate's Career Management Officer to assume responsibility for coordination of the SEMP program and for providing you such advice, guidance, and support as requested.

Michael	J// Malanick	

Attachments As Stated

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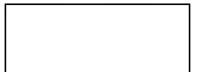
Approved For Release 2002/05/02: CIA-RDP84-00933R000400040034-9 11 14/4 77 From: Eo This is our Quarterly SEMP Report of the quarty ending 30 June 19.77. It is due to DDA/CAIO 8 July 77 (see first reference below memo from). We have reduced the

quidance received in an April DDA Semp meeting The meno was prepared by from Towning records. No coordination recessary.

number of managers compared with our Aprificational

report (See second reference below) in line with

A third reference on the SEMP pragram below for addelinal info.



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STATINTL

ODP-652-77 8 APR 1977

MEMORANDUM	FOR:	

Career Management Officer/DDA

FROM

: Clifford D. May, Jr.

Director of Data Processing

SUBJECT

: ODP Quarterly Status Report - SEMP,

for October 1976 - 31 March 1977

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Attached are our plans and accomplishments for the SEMP Program FY 77.

for Clifford D. May, Jr.

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